MEXICAN INSTITUTE of Greater Houston

Changing Lives for a Better Tomorrow!

COMPUTER TECHNOLOGY COURSE
BASIC COMPUTER SKILLS

BASIC COMPUTER SKILLS					
WEEK	**MODULE**	**TOPIC**	**CONTENT**	**OBJETIVES**	**EVALUATION**
1	Chapter 1	What is and how do we use a computer?	- Registration and creation of passwords Section 1. What is a computer? Section 2. Computer components Section 3. How is a computer used?	- Describe what a computer is - Identify the part of a computer - Explain how a computer may help with your daily activities	Activity 1
2	Chapter 2	How does a computer function?	Section 1. What is the operative system of Windows? Section 2. How to work the operative system of Windows? Section 3. Star and close of a Windows session Section 4. Basic use of Windows components Section 5. Windows Explorer	- Describe what the Windows Operating system is - Use the mouse and keyboard to navigate through the Windows Operating system - Open and close a Windows session - Identify Windows components - Use Windows Explorer	Activity 2
3-4	Chapter 3	How to look for Information on the Internet?	Section 1.- Internet definition Section 2.- Browsing the Internet Section 3.- Looking for Information on the Internet Section 4.- Resources for sharing information Section 5.- Safety on the Internet Section 6.- Printing and downloading Information from the Internet	- Describe what the Internet is and its functions - Identify a web page and its elements - Save and use Favorites - Block and unblock Pop-Up windows - Browse the Internet with a search engine - Use functions of a search engine to find information faster - Create groups on the Internet, blogs, and identify the use of Wikis and Radio Chat - Identify what a virus is, the function of an antivirus and the firewall - Download and Print information from the Internet	Activity3
5-6-7	Chapter 4	Electronic Communication	Section 1. Importance and definition of electronic mail Section 2. Elements of e-mail Section 3. Creating an e-mail and starting a session Section 4. Managing messages on your e-mail account Section 5. Sharing electronic documents using e-mail Section 6. Customizing your e-mail account	- Define Electronic Mail - Identify the advantages of Electronic Mail - List the requirements needed to create an Electronic Mail account - Identify the basic elements of an Electronic Mail account - Create an e-mail account in Hotmail or Gmail - Be able to read, reply to, compose, forward to,	Activities 4 y 5

			Components HB101: **Domestic Violence** **City of Houston**	print, attach and open documents, and erase an Electronic Message from Hotmail or Gmail account. - Organize and move folders in Hotmail, or tags in Gmail, and create electronic messages. - Personalize Electronic Messages and user accounts	
8		General Concepts of Microsoft Office 2003 & 2007	Section 1. General concepts of Microsoft Office Section 2. Opening and closing an application Section 3. Work area of the applications Microsoft Office Section 4. Menus and tool bars Section 5. General tools for documents management Section 6. Tools for editing and formatting documents	- Know the Microsoft Office package. - Open and Close an application - Identify the workspace on Microsoft Office applications. - Differentiate between the tools and menu on the Microsoft Office applications. - Experiment with tools for document management, measurement, and formatting of Microsoft Office applications. - Create a Microsoft word document, format, spell check, insert and manage templates. - Create a Microsoft PowerPoint presentation, insert slides and objects, modify objects, and animate a presentation. - Create a spreadsheet in Microsoft Excel, edit the book, work with data, design graphics, and transfer data from one sheet to another.	Activity 6
9-10-11	Chapter 5	Microsoft Word	Section 1. Creating a Word document Section 2. Formatting text Section 3. Template categories Section 4. Insert objects Section 5. Revising grammar and spelling Section 6. Achieving specific functions Section 7. Insert a table	- Create a document using Microsoft Word. - Format text in a document. - Check spelling and grammar in a document. - Insert and format a table in a document. - Manage default templates	Activities 7, 8 y 9
12-13-14	Chapter 6	Microsoft Power Point	Section 1. Creating a presentation Section 2. Inserting slides Section 3. Inserting objects on slides Section 4. Modifying objects on slides Section 5. Animating the presentation Section 6. Finishing the presentation	- Create a presentation using Microsoft Power Point - Insert slides and objects - Modifying objects - Animation presentation	Activities 10, 11 y 12
15-16	Chapter 7	Microsoft Excel	Section 1. Staring to work with Excel Section 2. Modifying the Workbook Section 3. Working with data on the Worksheet Section 4. Designing graphs / diagrams with data	- Create a spreadsheet in Microsoft Excel: - Modify the workbook - Working with data - Designing graphics	Activities 13, 14 y 15
		4 Hours **Review and / or recovery course.**			

Prepared by MIGH